

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

May 2, 2003

SUBJECT: RESERVE OFFICER DISCIPLINE - REVISED

PURPOSE: Reserve officers are volunteer members of the Department and are not entitled to Skelly procedures. Commanding officers are therefore not obligated to meet with reserve officers and provide them with any investigative materials, an explanation of the proposed discipline, or the opportunity to respond. As a result, reserve officers do not receive any information about the allegations against them until the complaint has completed the administrative review cycle.

In an effort to reflect the Department's professionalism, and in recognition of the valued function performed by the Reserve Corps, it is appropriate that the Department expand consideration given to reserve officers in the administrative review of their cases. This Order revises procedure to allow accused reserve officers greater participation in the formal complaint review process.

PROCEDURE: An accused reserve officer shall be presented with a copy of a completed complaint investigation and allowed to respond to the commanding officer verbally or in writing. For complaints other than sustained, the reserve officer shall have thirty days to respond. In cases of sustained complaints, a reserve officer shall have 3-5 days to respond, at which time the complaint investigation shall be sent to the Chief of Police for final endorsement with the reserve officer's response attached.

Note: This provision should in no way be construed to imply a property right for reserve officers.

Once a final determination has been made by the Chief of Police, commanding officers shall follow disciplinary procedures for reserve officers as outlined in Manual Section 3/870.50.

AMENDMENTS: This Order amends section 3/820.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"